



Protocol for COVID-19 Vaccine Administration			
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PURPOSE

Public Health Nurses and other professionals working for the Vermont Department of Health who are licensed to administer immunizations in Vermont will safely administer immunizations according to current department medical orders, adhering to practice standards and CDC recommendations.

PROCEDURE

1. Before administering vaccinations, staff should review CDC's vaccine administration training, [COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers](#)

A. Assessment

1. Review and be familiar with the appropriate Standing Medical Orders for COVID-19 vaccinations.
2. Become familiar with the Emergency Care/Management of Vaccines and CDC's [Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination](#).
3. Become familiar with the Epinephrine medical order and protocol.
4. Be aware of COVID-19 vaccine specific information, including contraindications and message to give should someone be contraindicated for the vaccine.

B. Preparation & Verification

1. Read the current medical order for each vaccination to be administered.
2. Review [Immunization Precautions and Contraindications](#).
3. Prepare the clinic area prior to immunization appointment. Clean all surfaces as appropriate. Prepare work area and waste disposal for sharps and any hazardous waste.

4. Assure there is access to a phone should you need to call for help.
5. Review epinephrine indications, instructions for use, and assure that no products have expired.
6. Review the epinephrine administration order.
7. Read the vaccine package insert for vaccine specific information.
8. Review the Vaccine Administration Management System (VAMS) and be familiar with how to use it and what you will need to complete in it.
9. Call the client over to your station. Introduce yourself to the client and review the procedure to be done, including the steps you will take and which vaccines you will give.
10. Verify the identity of the client and the parent/guardian if needed.
11. Assess if the client will need privacy for the immunization and provide it when possible.
12. Review and collect vaccine screening form.
13. Review risks and benefits, possible reactions, and site aftercare recommendations and answer any remaining questions.

C. Administration

2. Prepare the equipment needed to administer the immunization. This includes but is not limited to:
 - Soap and water
 - Hand sanitizer if no soap and running water
 - Correct size syringe and needle when injecting
 - Isopropyl alcohol prep pads
 - Gloves (if needed)
 - Bandages
 - Gauze
 - Sharps container
 - Vaccine
 - Diluent (as needed)
 - Epinephrine kit
3. Verify the client's identity again and explain how the immunization administration.
4. Determine the site the immunization will be given.
5. Have the client be seated or reclining during the immunization. If client is a minor review how parent should hold and comfort the child during the immunization.

6. Before vaccination, the client should remove any food or gum in their mouth.
7. Perform appropriate hand hygiene and don gloves if needed.
8. Prepare the site.
9. Prepare vaccine for immunization follow the guidance provided in the CDC vaccine administration training, [COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers](#)
10. Administer vaccine using appropriate technique for the immunization being given.
11. Appropriately dispose of the syringe, vial and other medical waste.
12. Apply bandage as necessary.
13. Perform appropriate hand hygiene.
14. Document the immunization appropriately and offer a vaccine administration card to the client and/or parent/guardian.
15. Appropriately document immunization in VAMS.
16. Answer any additional questions from the client, refer them to the VIS as needed and ask them to wait the appropriate interval before leaving the clinic. Wait time is based on specific vaccine being given and the clients medical information shared in the screening form.
17. Clean up the area used for the immunization administration.